

10 STEPS TO PUBLISHING

★ (ADMINISTRATIVE PUBLICATIONS) ★

1. Attend pre-publication meeting with Army Publishing Directorate (APD) to cover entire publishing process, to include how to obtain old files
2. Develop/revise publication
3. Staff publication internally within proponent's organization
4. Staff publication externally (Armywide)
5. Obtain The Judge Advocate General's (TJAG's)/Office of General Counsel (OGC's) legal review/concurrence
6. Submit publication to proponent's publication control officer (PCO) for approval/signature
7. Submit publication (via proponent's PCO) to APD for publishing (editing/forms design/graphics)
8. Review proofs from APD and give authorization to publish
9. APD sends approved proofs for Administrative Assistant to the Secretary of the Army (AASA) authentication
10. APD posts authenticated publication to the Web

For questions contact apdpubsbrief@hqda.army.mil



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